



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

WORKFORCE RESEARCH ANALYST II

Job Number: 20001550

Job Code: 80720V000101

Job Group: 8000 - RESEARCH AND ANALYSIS

Job Established: 04/16/2008

Job Revised:

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs professional statistical analytical work in gathering, computing and analyzing labor market and workforce data; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have one year of professional experience involving the analysis of statistical data, data computation, gathering statistical information for the preparation of labor market or workforce information reports or related experience.

Substitute EDUCATION for EXPERIENCE:

Graduate work in economics, accounting, statistics, mathematics, computer science, public administration or a related field will substitute for up to one year of the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in gathering, computing and analyzing statistical data for surveys and/or labor market reports or related experience will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Collects and tabulates raw data from historical and current files, publications, computer printouts and surveys. Writes and submits narrative descriptions of results of statistical studies for publication. Completes and submits statistical reports required by federal and state agencies. Prepares reports, graphs and tabular materials of a varying nature. Consolidates data in response to a requested statistical query. Receives and answers by E-mail, telephone or correspondence, specific requests for information from the general public, private industry and public officials concerning employment/unemployment/wage rates, etc. Provides technical assistance and explanations regarding methodology to those requesting information. Assists in planning and coordinating the work research team members. Confers with computer/programming personnel regarding computer programming, storage and analysis of data. Conducts surveys by mail, telephone and personal interviews to obtain raw data for studies. Ensures that survey participants receive and respond to survey. Assists in preparing survey documents. Solicits new reporting firms for samples. Submits data for publication.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.